

### Killeen Community Center General Rules and Information

#### APPLICATION FOR USE

- 1. The City of Killeen will set and administer rules and rates for the use of the Killeen Community Center during normal operating times as well as non-operating times.
- 2. Normal operating times are: Monday Friday 8:00am ~ 5:00pm

Saturday & Sunday – CLOSED

- 3. Killeen Community Center reservations will only be made with the Killeen Parks & Recreation department Monday-Friday between the hours of 8:00am & 5:00pm.
- 4. All reservations are made on a first come first serve basis. Groups are only allowed **one** reservation on the books at a time.
- 5. Reservations for rooms in the evening will be limited to one hour and forty-five minute blocks. These times are 6:00pm-7:45pm & 8:00pm-9:45pm.
- 6. Reservations must not go past 10:00pm. This means groups must be cleaned up and leaving the Killeen Community Center at 10:00pm.
- 7. Groups or individuals making reservations must do so at least five (5) working days in advance of requested event. All fees associated with the reservation must be paid in full before the event will be booked.
- 8. Group reservations must be for non-profit organizations and for non-profit events. Reserved events during regular operating hours must be open to the public.
- 9. The City of Killeen, Parks & Recreation Department reserves the right to modify or cancel any reservations at any time for any reason.
- 10. Political rallies are not allowed in the Killeen Community Center at any time. However, a community forum may utilize the building with details coordinated through the Killeen Parks & Recreation Department and the City of Killeen Legal Department.
- 11. No groups or individuals will be allowed to use the community center if they plan to charge admission to an activity or event. However, arrangements may be made for a person to accept donations for entrance to their event. This must be indicated at the time of the reservation and approved by the Parks & Recreation Department. In turn, a financial breakdown must be given to the Killeen Parks & Recreation Department within five (5) business days after the event.
- 12. Any group making a reservation under false pretense, failing to appear for a reservation and/or failing to follow the community center rules, must forfeit their right for further utilization of the building.
- 13. The individual or group responsible for the reservation is responsible for any damages, which may occur during the designated reservation time. The Community Center Attendant will inspect reserved rooms before and after each event.
- 14. The individual or group responsible for the reservation is responsible for all setup and clean-up of the reserved room(s). The Community Center Attendant may assist groups with any special arrangements during their reservation.
- 15. The individual or group responsible for the reservation is responsible for the actions of the group and patrons attending the event. All individuals must be kept within the room reserved for the said event. Loitering in the lobby is not allowed.
- 16. All persons or groups making reservations are responsible for providing their own materials such as, but not limited to, lighting, sound systems, concessions, decorations, office supplies, extension cords, etc. Tables (6 ft. rectangle) and chairs will be provided by the City of Killeen, Parks & Recreation Department.
- 17. No literature may be placed in/on bulletin boards, doors, windows, light poles, lawn, or any other surfaces on the grounds of the Killeen Community Center without office approval.
- 18. Groups may not set up any type of barricades or temporary fencing to block off any area of the Killeen Community Center grounds.



19. Alterations to a reserved room are not allowed without approval from the Killeen Parks & Recreation Department.

20. Alcoholic beverages will not be allowed on City of Killeen property at any time. The individual or group responsible for the reservation must enforce this policy.

21. Abusive language will not be allowed at the Killeen Community Center at any time. The individual or group responsible for the reservation must enforce this policy.

22. All groups and individuals must adhere to all City of Killeen ordinances. A summary of ordinances includes, but is not limited to:

#### DO NOT:

Destroy property. Litter.

Build fires. Drive or park on grass. Play music that may disturb others. Bring pets into area. Consume or possess alcoholic beverages. Bring glass containers.

Drive or stake anything into ground.

- 23. All groups and individuals must adhere to all Killeen Community Center rules. A summary of rules includes, but is not limited to:
  - a. Do not sit or stand on tables.
  - b. Noise must be kept to a minimum.
  - c. Cooking is not allowed without office approval.
  - d. Open flames are not allowed in the Killeen Community Center.
  - e. Groups may not change rooms without office approval.
  - f. Smoking is not allowed in the Killeen Community Center.
  - g. Alcohol is not allowed in the Killeen Community Center.
  - h. All groups must be cleaned up and leaving the Killeen Community Center at 10:00pm.
- 24. Violations of any ordinances or Killeen Community Center rules will result in cancellation of Killeen Community Center use and revocation of future privileges.
- 25. Groups must notify the City of Killeen Parks & Recreation Department of a cancellation for their event at least forty-eight (48) hours in advance, or forfeit their rental fees.
- 26. The following rooms are available for reservation:

Arts & Crafts - Capacity 25 Room 105 - Capacity 50

Room 110 - Capacity 50 Room 150 - Capacity 150

Rooms may be set up in any number of configurations to maximize the space available to your group.

- 27. There is a \$50 refundable deposit, Mastercard or Visa only, required on all room reservations. Deposits must be paid in full at the time of confirmation. Deposits will be returned the following business day during regular business hours based on (but not limited to) the following criteria:
  - a. Groups do not exceed reserved time.
  - b. Groups clean up the reserved room(s).
  - c. Groups do not cause any damages to the Killeen Community Center property.
  - d. There are not any confrontations as a result of the reservation.

For any questions, suggestions, concerns or comments, please contact the Killeen Parks & Recreation Department at:

Killeen Community Center 2201 E. Veterans Memorial Blvd. Killeen, TX 76543 Phone #: (254) 501-8889

Fax #: (254) 526-9210 www.ci.killeen.tx.us



# **Killeen Community Center**

## Application for Use

Official Name of Event:		
Date of Eve	nt:	
Start Time (include setup):	End Time (include cleanup):	
Room Requested:	Number of Participant	s Expected:
REQUESTED:	# Tables# Cha	irs
REQUESTED (check one	): Regular Meetings _	1-Time Reservation
Please explain what this event will consi	st of. Include all specific det	ails, including schedule, fees, setup, etc.:
Primary Point of Contact:		
Mailing Address:		
City:	State:	Zip:
Home Phone #: ()	Work Phone	<b>#</b> : ()
Cell Phone #: ()	Email:	
Secondary Point of Contact:		
Mailing Address:		
City:	State:	Zip:
Home Phone #: ()	Work Phone #	#: ()
Cell Phone #: ()	Email:	
		Department. You are accepting responsibility for, but not ent of fees upon approval and also proper cancellation
Signature:		Date:
	FOR OFFICIAL USE ONLY	
Approved: Yes $\square$ N	o Date:Sta	aff Initials:
Form of <b>Deposit</b> :	Date Received:	Staff Initials:
Additional/Miscellaneous Fees: \$TOTAL FEE: \$		
Method of Payment:	Receipt #:	Staff Initials: